

Lost and Found Request Form

How do I report lost items?

Lost items can be reported in several ways:

1. Complete this form and email to lostandfound@fbcglenarden.org
2. Report lost items in our online "lost and found" software at www.fbcglenarden.org/lostandfound/
3. Fax the completed form to 301-341-5660
4. Return completed form to the Ministry Support Office at the Ministry or Worship Center

If recovered, when can I pickup my lost item?

It takes approximately 1-3 days for recovered items to be processed. Once completed, we will contact you by phone and/or email.

How long are lost items stored?

Due to limited space, lost items will be stored for 2 weeks. During this period, we will make every attempt to contact the owner. Proper identification is required before lost items can be released.

Please Complete Information Below

Name of Person Reporting Lost Item: _____

Contact Phone #'s: Home: _____ Cell: _____ Work : _____

Address: _____

Email Address: _____

LOST PROPERTY INFORMATION

Please be as specific as possible. For example, include anything that will identify the item as your's such as color, size, shape, damage, serial #, etc.

Make: _____ Model: _____ Serial: _____

Where Lost: Worship Center Ministry Center Other: Please specify _____

Date Lost: _____

Information Below This Line Is For Ministry Support Use

Report Received by: _____ Date: _____

Disposition of Property

Date Item Returned to owner: _____

Return Method

Pickup Mailed

Pickup Section

Date of Pickup: _____

Signature of individual who picked up item: _____

Signature of FBCG staff member who dispersed the item: _____

Mail-out Section

Date Mailed: _____

Name of FBCG staff member who mailed item: _____